



Seminole Nation of Oklahoma

Procurement Office
P.O. Box 1498, Wewoka, OK 74884

REQUEST FOR PROPOSAL – Emergency Generator System

I. Introduction

A. General Information

The Seminole Nation of Oklahoma is requesting proposals from firms to install natural gas generators at two tribal facilities.

To be considered, one (1) original proposal must be received by Joseph Farani, Procurement Specialist, Seminole Nation, PO Box 1498, Wewoka, OK, 74884, at or before 12:00 pm (CST), the 1ST day of May 2013. Faxed or e-mailed proposals will be accepted. Absolutely no exceptions shall be made for proposals not received by the appointed time. The Seminole Nation reserves the right to reject any and all proposals submitted.

The Seminole Nation reserves the right, where it may serve the Nation's interest, to request additional information or clarifications from proposers, or to allow corrections of error or omissions. At the discretion of the Seminole Nation Procurement Office, firms submitting proposals may be requested to make oral presentations as part of the evaluation and negotiation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained herein unless clearly and specifically noted in the proposal submitted.

It is anticipated the selection of a firm will be completed by May 10, 2013.

B. Point of Contact

All questions and clarifications shall be submitted in writing via email or hard copy by April 24, 2013 at 5:00PM CST. Answers to questions and clarifications will be provided to all Offerors, giving due regard to the proper protection of proprietary information. Telephoned questions will not be accepted.

All communication and correspondence should be directed to:

Joseph S. Farani
Procurement Specialist
PO Box 1498
36645 Hwy 270
Wewoka, OK 74884
405.257.7285
procurement@sno-nsn.gov

II. Scope of Work

A. Summary

This Request for Proposal (RFP) is for the purchase and installation of a natural gas generators and appurtenances at two locations. The generator shall be adequate to provide emergency service for, including but not limited to, radios, refrigerators, HVAC units, all circuits and lights, and server systems. The company responding to this RFP shall agree to furnish and install the proposed products and services in accordance with the conditions, requirements and specifications of this RFP and the offeror's quote.

Services are to be performed at the following locations:

Tribal Complex Bldg. – 36645 Hwy 270 Wewoka, OK 74884

Community Services Bldg. – 12575 NS 3540 Seminole, OK 74868

The offeror is responsible to deliver all items in good condition to the appropriate location. The offeror is responsible for replacing any items damaged during shipping or that otherwise arrive not in good working order. The offeror is also responsible for any and all costs associated with delivery.

The successful offeror will be required to perform all testing and have the appropriate inspections completed. The offeror is also responsible for providing adequate training to staff members.

Each firm is highly encouraged to perform a site assessment at each location prior to submitting a proposal.

III. Submission of Proposals

The following material is required to be received by May 1, 2013 at 12:00PM (CST).

- a. A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm offer.
- b. Qualifications of the firm and of the particular staff to be assigned to this contract.
- c. The firm should provide an affirmative statement that it is independent of the Seminole Nation of Oklahoma.
- d. The proposal should state the size of the firm, or number of staff assigned to assist the Nation. The proposal should also include proof of professional liability insurance covering any error or omissions committed. At contract award, professional liability insurance naming the Nation as secondary insured must be submitted.

- e. The proposal should include a list of similar engagements with other Tribes. Indicate the name and telephone number of the principal client contact.
- f. The proposal should set forth a work plan and project schedule, including an explanation of the methodology to be followed to perform the requested services.
- g. If Indian Preference or any other Federally Recognized Preference is being claimed, documentation should accompany the proposal.

IV. Evaluation

Proposals submitted will be reviewed jointly by the Procurement Office and the Information Technology Office for selection.

The award of this contract shall be made to the responsible proposer whose proposal is most advantageous to the Seminole Nation of Oklahoma. The following point range will be used during the evaluation process:

- 1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
0 to 40 Points
- 2. Technical experience of the firm.
0 to 40 Points
- 3. Qualifications of staff, including consultants, to be assigned to the Nation.
0 to 40 Points
- 4. Cost of the Services.
0 to 30 Points
- 5. Indian Preference and/or all other Federally Recognized Preferences.
10 Points